

ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

PRINCIPAL CERTIFICATE PREKINDERGARTEN-12

CERTIFICATE IS REQUIRED FOR ALL PERSONNEL WHO HOLD THE TITLE OF PRINCIPAL, ASSISTANT PRINCIPAL, OR OTHERS WITH SIMILAR ADMINISTRATIVE DUTIES.

➤ **All requirements for the Principal Certificate must be met.** The certificate is valid for six years and is renewable. **Fees are not refundable.**

1. A Master's degree or higher from an accredited institution. Official transcript(s) required.
2. Option A or B:

Option A:

1. **Three years** of verified full-time teaching experience in grades Prekindergarten-12. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify teaching experience.)
2. Completion of a program in educational administration for principals, including at least 30 graduate semester hours of educational administration courses.
3. A practicum as a principal or **two years** of verified full-time experience as a principal or assistant principal in grades Prekindergarten-12. (Please submit a letter on official letterhead from District Superintendent or Personnel Director to verify experience.)

Option B:

1. A valid principal certificate from another state.
3. A passing score on the **principal administrator portion** of the Arizona Educator Proficiency Assessment.
4. A valid Arizona Fingerprint Clearance Card (plastic) issued by the Arizona Department of Public Safety at (602) 223-2279.

NOTE: If you otherwise qualify for the certificate but are deficient in Arizona and/or U.S. Constitution, you have **three years** under a valid teaching certificate to fulfill the requirement, except that if you are teaching an academic course on history, government, social studies, citizenship, law, or civics, you have **one year** to fulfill the requirement.

1. Arizona Constitution (a college course or the appropriate examination).
2. U.S. Constitution (a college course or the appropriate examination).

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.